

# Membership Balance Plan

## Chemical Safety Advisory Committee

### ENVIRONMENTAL PROTECTION AGENCY

#### 1. FEDERAL ADVISORY COMMITTEE NAME

*State the legal name of the FAC*

Chemical Safety Advisory Committee

#### 2. AUTHORITY

*Identify the authority for establishing the FAC*

Agency Authority, Deputy Administrator approval document.

#### 3. MISSION/FUNCTION

*Describe the mission/function of the FAC*

The Chemical Safety Advisory Committee will provide expert scientific advice, and recommendations to the Office of Pollution Prevention and Toxics (OPPT) for chemical assessments, methodologies and other complex pollution prevention measures or chemical safety approaches. The Committee shall hold meetings, analyze issues, conduct reviews, produce reports, and make necessary recommendations to meet its responsibilities. The primary objectives are to provide expert advice and recommendations to EPA on:

- Review of: risk assessments; models; tools; guidance documents; chemical category documents; and other chemical assessment and pollution prevention products as deemed appropriate, that are prepared by OPPT;
- Addressing other issues that OPPT identifies as critical to its programs.

#### 4. POINTS OF VIEW

*Based on understanding the purpose of the FAC,*

- (a) *describe the process that will be used to ensure the committee is balanced, and identify the categories*
- (b) *consider identifying an anticipated relative distribution of candidates across the categories; and*
- (c) *explain how a determination was made to appoint any individuals as Special Government Employees or Representative members*

The Chemical Safety Advisory Committee will be composed of approximately 10 members who will serve as Regular Government Employees (RGEs) or Special Government Employees (SGEs). Members will be persons who have demonstrated high levels of competence, knowledge, and expertise in scientific/technical fields relevant to chemical risk assessment and pollution prevention. To the extent feasible, the members will include representation of the following disciplines, including, but not limited to: toxicology, pathology, environmental toxicology and chemistry, exposure assessment,

and related sciences, e.g., synthetic biology, pharmacology, biotechnology, nanotechnology, biochemistry, biostatistics, PBPK modeling, computational toxicology, epidemiology, environmental fate, and environmental engineering and sustainability.

## 5. OTHER BALANCE FACTORS

*List any other factors EPA identifies as important in achieving a balanced FAC*

Geographic location may be considered.

## 6. CANDIDATE IDENTIFICATION PROCESS

*Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance.*

*The summary should:*

- (a) describe the process*
- (b) identify EPA key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by EPA*
- (d) state the membership term limit of FAC members, if applicable*

For appointment of members to the newly established CSAC, the DFO meets with EPA's Office of Diversity, Advisory Committee Management and Outreach (ODACMO) to discuss the outreach plan, establish a timeline, and other issues concerning the membership package. After approval of the outreach plan the DFO conducts outreach for members in accordance with the plan. This also applies to expiration of members' terms. In that case the DFO will follow the same procedure approximately 8 months prior to expiration of committee members' terms.

The DFO solicits candidate names through a Federal Register notice and from individuals who have demonstrated high levels of competence, knowledge, and expertise in scientific/technical fields relevant to chemical assessment and pollution prevention, including, but not limited to: toxicology, pathology, environmental toxicology and chemistry, exposure assessment, and related sciences, e.g., synthetic biology, pharmacology, biotechnology, nanotechnology, biochemistry, biostatistics, PBPK modeling, computational toxicology, epidemiology, environmental fate, and environmental engineering and sustainability.

After a review of the pool of nominees, a determination is made to consider whether additional outreach is needed. Each SGE candidate is researched to determine whether the person is a federally registered lobbyist. In addition, candidates are screened for the absence of financial conflicts of interest as well as the absence of an appearance of a lack of impartiality. The DFO develops a draft grid of nominees, including at least one additional candidate for each point of view for the function the committee is to perform.

A balance review of the proposed membership is then conducted by ODACMO and the Office of General Counsel's FACA Attorney. Different levels of EPA managers then review the draft package for questions or comments before the final package is prepared.

Formal letters of invitation to serve on the CSAC will be extended by the Administrator or Deputy Administrator of EPA. This cycle will be repeated for any occurring vacancies. Members may be appointed for a one to three-year term. Generally, members may be reappointed for a total of 6 years.

**7. SUBCOMMITTEE BALANCE**

*Subcommittees subject to FACA\* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

*\*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

EPA plans to use the process that is used to determine advisory committee member balance for the parent (Tier 1) Federal advisory committee for any Tier 2 subcommittee(s) that may be created.

**8. OTHER**

*Provide any additional information that supports the balance of the FAC*

Not applicable.

**9. DATE PREPARED/UPDATED**

April 1, 2015